

# **LOUISVILLE METRO YOUTH DETENTION CENTER RESIDENT HANDBOOK**



**720 WEST JEFFERSON STREET  
LOUISVILLE, KENTUCKY 40202**

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## **INTRODUCTION**

This handbook provides you with a general introduction to life at the Louisville Metro Youth Detention Center, your rights, and behavior expectations. The Youth Detention Center is neither a punitive institution nor a treatment center. The Youth Detention Center is a community, which encourages cooperation and mutual respect between residents and staff.

The priorities of Youth Detention Center Staff are protection of life, prevention of injury, security, and prevention of property damage. At the discretion of the Director and Assistant Director, regular programming may be temporarily suspended to ensure your safety.

This handbook may be kept in your room or on your unit during your stay in the Youth Detention Center. It is designed to be a guide for you and the staff to enable you to earn as many privileges as you choose and participate in all activities offered.

## **RIGHTS WHILE IN THE YOUTH DETENTION CENTER**

- To be treated with respect and fairly by all staff.
- To be informed of behavior expectations and consequences that may be imposed.
- Freedom from discrimination based on race, religion, national origin, sex, physical handicap, sexual orientation, or political beliefs.
- Equal access to various programs, services, and work assignments upon admission.
- Attend religious services if you desire.
- Nutritious meals, clean bedding, clean clothing, daily showers, proper ventilation for warmth, and fresh air.
- Access to medical and dental treatment.
- Opportunity for regular visits with parents or legal guardians.
- Uncensored outgoing mail and to receive incoming mail.
- The right to call, write, or meet with your attorney.
- You may determine the length and style of your hair, except in individual cases where such restrictions are necessary for reasons of health and safety.
- Facial hair is permitted if desired, except in individual cases where restrictions are necessary for reasons of health or safety.
- No one is to be subject to physical punishment, harassment, threats, harm, humiliation, or interference with normal bodily functions, eating, and sleeping.
- No one has the right to sexually assault you (this includes residents, staff, contractors, and volunteers). If you are assaulted, report the incident to a staff member immediately or call the Youth Detention Services Hotline at 0003.
- You may file a complaint about any condition at the Youth Detention Center or disciplinary measures taken for violation of behavior expectations. Additionally, you have the right to receive a response to this complaint with two levels of appeal.

## **RESPONSIBILITIES WHILE IN THE YOUTH DETENTION CENTER**

- Treat others with respect and be courteous. You do NOT have control or authority over other juveniles or staff.
- Follow the rules, procedures, schedules, and directions of staff.
- Address staff as Mr. or Ms. at all times.
- Do not discriminate against other residents, or staff. Do not use language, or behave in a manner, which would imply prejudice or discrimination.
- Do not physically or sexually assault other residents, staff, contractors, or volunteers. All allegations of assault will be investigated. If found guilty, you could face additional charges.
- Treat guests, residents and staff with respect during religious services.
- Everyone is expected not to waste food and to help clean and maintain the Youth Detention Center.
- Request medical and dental treatment, if needed, through the Medical Staff or Unit Worker.
- You are responsible to conduct yourself properly during visits. Do not accept or pass contraband.
- Advise staff if you wish to contact your attorney by completing a Social Worker Contact form.
- You are expected to maintain your clothes and body in a clean and odor-free condition.
- You are expected to take advantage of programs and services offered upon admission.
- Inform staff of any medical or religious diets.

## **ROLES OF THE YOUTH DETENTION CENTER STAFF**

While you are at the Youth Detention Center you will meet many staff members. It is important for you to know what these people do. Here is a list of positions and an explanation of each:

**Youth Program Worker:** Staff members on the unit and Admissions with you who are responsible for your safety and well-being. They will lead you through the daily schedule, transport you to and from court and medical appointments, and will award points earned based on your behavior.

**Senior Youth Worker:** They provide assistance and support to Youth Program Workers. They are available to discuss problems, when necessary. They award points earned when you are under their supervision.

**Supervisor I:** Coordinates the activities of staff and residents. They are available to discuss problems and will intervene when necessary. They investigate incidents and submit recommendations for action.

**Supervisor II:** Manages assigned shift, coordinates staff scheduling, oversees shift operation in the Youth Detention Center, reviews resident disciplinary appeals, monitors the Behavior Management Program and is the Hearing Officer for Step I of Resident Grievances.

**Social Worker:** Your Social Worker will help you contact your lawyer, your Court Social Worker, handle all emergency phone calls, and special visitations. You are assigned a Youth Detention Center Social Worker upon admittance to the program.

**Educational Personnel:** Teachers are assigned to each classroom to assist you in continuing your education while detained. They will work with you to earn school credits and will also award points you earn in each class.

**Recreation Specialist:** The staff that coordinate recreation activities for all residents.

**Medical Personnel:** The doctor, dentist, and nurses are at the Youth Detention Center to provide for all of your health needs.

**Quality Assurance Coordinator:** Monitors the quality of services provided to you while in the Youth Detention Center. Also, is the Hearing Officer for Step II of the Resident Grievances appeal process.

**Assistant Director:** Manages overall daily operation of the Youth Detention Center and establishes policy and procedures.

**Director:** The administrator of all Louisville Metro Youth Detention Services: The Louisville Metro Youth Detention Center and Community Based Services.

**Food Service Personnel:** The staff that prepares and serves the food for all the residents.

**Housekeeping Personnel:** The staff that is responsible for providing you with clean clothes, linens and hygiene items for your daily needs.

## **BEHAVIOR EXPECTATIONS**

The Behavior Management Program is called Token Economy. You may earn points throughout the day by demonstrating positive behavior. You will be provided the opportunity to spend the points you earn on privileges and activities.

The Token Economy Program has four levels: Orientation, Level One, Honors, and Super Honors. Details on how to advance through the levels and the privileges associated with each level are explained later in this manual.

Youth Detention Center Staff will help you learn and practice the expected behaviors. At the end of each shift, your Youth Program Worker will distribute the points earned and advise you in the areas where your behavior or participation could improve. The courts may be advised of your behavior and success in the program.

Points may be earned in seven categories of behavior: **Self Care, Respect for Property, Academic Skills, Social Skills, Self Control, Peer Relations and Staff Relations**. Points can be earned by demonstrating the behavior skills listed under each category. During each shift, staff will recognize your appropriate behavior by awarding you points. You may earn points up to the maximum allowed in each category.

Throughout the day you are afforded the opportunity to earn up to 25 points each on the day and afternoon shifts. While participating in school and other structured activities you will be able to earn points from all behavior categories. Your cooperation and respect towards yourself, peers, and staff will determine the amount of points earned. Work projects, school, and structured activities require your participation to earn the maximum amount of points available.

### **Self Care**

#### **“Take Pride in How You Look”**

##### **Day Shift - 2 points**

- Wash-up, comb hair, apply deodorant after wake-up call and strenuous activity.
- Wash hands before and after each meal. Brush teeth after each meal.
- Appropriate/Neat appearance.

##### **Afternoon Shift - 2 points**

- Evening shower & appropriate dress.
- Wash hands before and after each meal. Brush teeth after each meal.
- Appropriate/Neat appearance.

### **Respect for Property**

**“Care for others’ possessions as you would want them to care for yours”**

#### **Mon. - Fri. Day Shift - 1 point**

##### **Sun/Holidays - 2 points**

- Clean/Orderly Room (Make bed neatly, fold clothing and towels).

- Proper use of tools/materials.

- Clean classrooms.

#### **Sat. Day Shift - 7 points**

- Clean/Orderly Room (Make bed neatly, fold clothing and towels).

- Wet mop rooms, clean shower stall.

- Wet mop unit and halls, clean windows.

#### **Afternoon Shift - 6 points**

- Clean/Orderly unit/room  
(Vacuum/Dust unit, clean bathroom, spot wash windows/walls).

- Dust mop floor and clean toilet fixture in room.

- Proper use of tools/materials.

- Clean dining rooms, stairs, gym, activity room.

### **Academic Skills**

**“Train the Brain as You Train the Body”**

#### **Mon. - Fri. Day Shift Only - 12 points**

(2 point per class)

- Follow instructions.

- Ask for teacher assistance.

- Accept suggestions.

- Positive comments.

- Stay on task.

- Have proper school supplies.

### **Social Skills**

**“Lead when it is time to lead/Follow when it is time to follow”**

#### **Mon.-Fri. Day Shift - 6 points**

##### **Saturday - 5 points**

##### **Sunday - 10 points**

#### **Mon. - Sun. Afternoon Shift - 6 points**

- Sportsmanship
- Honesty
- Follow instructions
- Teamwork
- Rational problem solving
- Engage in the activity
- Enjoy yourself
- Volunteering
- Request permission

**Self Control**  
**“Demonstrate Responsible Behavior”**

**Day Shift - 2 points**

**Afternoon Shift - 4 points**

**Sat/Sun/Holidays - 4 points**

- Accept suggestions
- Accept “so”
- Accept others
- Avoid swearing
- Make positive comments
- Quiet in your room

**Peer Relations**  
**“Respect One Another”**

**Day Shift - 1 point**

**Afternoon Shift - 3 points**

**Sat/Sun/Holidays - 3 points**

- Ignore peer inappropriate behavior
- Promote positive peer interaction
- Give positive/correct feedback
- Respect body space

**Staff Relations**

**Day Shift - 1 point**

**Afternoon Shift - 4 points**

**Sat/Sun/Holidays - 4 points**

- Listen during instructions
- Express appreciation - “Thanks”
- Disagree appropriately
- Give positive/correct feedback

You may earn up to 25 points on the day shift and up to 25 points on the afternoon shift for a total of 50 points per day.

**REQUIREMENTS TO ADVANCE BEHAVIOR LEVELS**

**Orientation**

Behavior expectations will be reviewed with you on Orientation, in addition to your rights and opportunities for program involvement.

**Requirements to advance from Orientation to Level One**

- Study the Resident Handbook and discuss content with your Youth Program Worker.
- Spend a minimum of only 8 awake hours on the Orientation Unit, and pass a written test on the Resident Handbook.
- After spending 24 awake hours you will automatically be moved to Level One.
- Confinement time will not count as awake hours.



### **Requirements to advance from Level One to Honors**

- Pass the test on the Resident Handbook.
- Earn a minimum of 42 points each day for five consecutive days without receiving a fine.

**To maintain Honors you must earn a minimum of 42 points each day. Failure to do so will result in you returning to Level One status.**

### **Requirements to advance from Honors to Super Honors**

- Earn a minimum of 42 points per day for fourteen (14) consecutive days without receiving a fine.

**To maintain Super Honors you must earn a minimum of 42 points each day. Failure to do so will result in you returning to Honors level status.**

### **PRIVILEGES/SPENDING FOR EACH LEVEL**

Residents must purchase all needed hygiene items before being allowed to purchase snacks.

#### **Orientation**

During Orientation, you will be required to attend school classes each day in addition to physical and recreational activities.

While on Orientation, you may earn up to 50 points per day. Orientation residents are not allowed to spend points (i.e., Token Economy, special activities, etc.) until you move to Level One. Points that you have earned will be awarded to you upon your movement to Level One.

#### **Level One Privileges**

- Attend special events that cost points.
- Receive all points earned at the conclusion of each shift.
- Purchase items from the Token Economy Store.
- Participate in recreational activity per point value.
- Two books (magazines are counted as books), plus one religious book, in your room.
- One free phone call to parents or legal guardians on Tuesday and Saturday.
- One haircut (or Style for females) each month at a cost of 50 points.

#### **Honors Privileges**

- Retain all Level One privileges.
- Hang one (1) poster in your room.
- Participate in Honors Hour from 9 p.m. until 10 p.m. Monday and Saturday only.
- Purchase playing cards.
- Each Thursday you may make a phone call to the person of your choice at a cost of 15 points for 10 minutes.
- You may purchase "Honors Only Items" from the Token Economy Store.
- Your one haircut (or style for females) each month will only cost you 40 points.

### **Super Honors Privileges**

- Retain all privileges of Honors.
- Bedtime will be 10:00 p.m. nightly.
- Sunday, Monday, Wednesday and Friday you may purchase a phone call (15 points for 10 minutes) to the person of your choice.
- Assist in orientating new residents in a positive manner.
- Purchase Token Economy Store items designated as “Super Honors Only”.
- Awarded a Super Honors Certificate.
- A soft drink at Honors Hour at a cost of 75 points.
- Your one haircut (or style for females) each month will only cost you 25 points.
- Hang one (1) additional poster in your room.
- A special activity each month (meal, ice cream, movies, parties).

### **MANAGING INAPPROPRIATE BEHAVIOR**

Everyone will work with you to successfully meet the behavior expectations. There will be consequences for inappropriate behavior. Consequences will be fair and will not be used for retaliation or revenge. You have the right to file a complaint if you feel you have been treated unfairly.

Only the consequences available and detailed in this manual may be used. Consequences may include: **VERBAL INTERVENTION, FAILURE TO EARN POINTS, TIME OUT, A FINE, ROOM CONFINEMENT, OR A BEHAVIOR IMPROVEMENT CONTRACT.** Staff will not use physical confrontation, verbal harassment, degrading work, or interference with sleep, eating, or bodily functions as consequences.

Definition of each consequence is as follows:

1. **Verbal Intervention (Crisis Intervention):** When you are displaying minor negative behavior, staff will talk to you one-on-one to try and determine why you are acting out, and if they can help. They also will explain consequences if your negative behavior continues.
2. **Failure To Earn Points:** You may fail to earn points for not participating in scheduled activities, not meeting the established criteria for earning points, or general minor behavior rule violations.
3. **Time Out:** Your removal from close proximity of other residents for 1 to 20 minutes, as a result of continuing to display minor negative behavior after crisis intervention and failing to earn a behavior point. A time out is a short time to “cool off” or “calm” yourself to the point that you can display positive or appropriate behavior.

A time out will last no more than 20 minutes. When staff believe that your behavior is calm and appropriate, they may end the time out and return you to the group or activity.

As a result of a time out, if you are out of an activity/class for 1/3 of the activity/class period, you will not be able to earn at least one of the allotted points for that activity or class. If you return to the activity/class from a time out less than 1/3 of the allotted time, you may earn all possible points depending on participation and behavior upon return.

A resident placed on a time out is allowed to verbalize anger during the calming or cooling off process. Staff shall not discipline the resident for ventilating during a time out unless the resident uses abusive language directed towards another person, or violates major rule offenses.

You may request a time out if you need some time to calm yourself. Staff shall approve these requested time outs if you have good reason (such as returning from a court hearing and you are upset about the outcome; having received bad news about family; having received bad news from your social worker or attorney, or are about to lose control and become hostile/aggressive towards another person). You will not be allowed to have a requested time out to get out of participating in activities/classes. All requested time outs shall last the full 20 minutes.

You will be allowed three (3) time outs per shift. After you have used all three time outs, you will receive a fine for any additional displaying of minor problem behavior.

4. **Fine:** Rule violations and sanctions imposed shall be written in the form of a fine. The rule violations shall be reported on the Fine Sheet as soon as the situation is under control.

The reporting Youth Program Worker shall state the facts of the fine and shall give you a copy of your Fine Sheet.

There are two types of fines: minor and major. A minor fine will be issued to you for violating any of the facility minor rules after staff have used consequences 1, 2, and 3, as defined above. A major fine will be issued to you for violating any of the facility major rules without going through consequences 1, 2, and 3.

**Conditions of A Fine:**

- You may continue to earn points as long as you are not in confinement; however, spending points is limited to hygiene supplies and/or a haircut/hair style until the fine is paid.
- Honors and Super Honors residents who earn a minor fine will drop one level in the program (i.e., Super Honors to Honors or Honors to Level One).
- Honors and Super Honors residents who earn a major fine will drop to Level One.

5. **Room Confinement:** At times, your behavior may become so disruptive that it interferes with programming, security and/or safety of the facility. When your behavior gets to this point, room confinement is the appropriate disciplinary action to recommend/take. If you are recommended for room confinement due to a major rule violation, you must receive a Disciplinary Hearing as quickly as possible. Room confinement due to a minor rule violation will not receive a Disciplinary Hearing. Confinement due to a minor rule violation will not exceed one (1) hour of confinement time. You will not earn points while in confinement.

**Conditions of Room Confinement:** An investigation and Disciplinary Hearing will be conducted to determine your involvement and review your ability to function in the regular program. The amount of time in room confinement depends upon the incident, your ability for self-control, and a Behavior Improvement Contract to re-enter the regular program.

Options instead of room confinement include: extra projects, an essay detailing your willingness to improve behavior skills, or early release for “appropriate behavior” during confinement (i.e., for each hour that you cooperate and follow expected behavior, thirty (30) minutes will be reduced from overall confinement time).

When in room confinement, you are expected to be quiet and follow staff directions. Visits/phone calls from your attorney, social worker, or religious representative are allowed. You will continue to have all your basic rights for hygiene, food, mail, and physical activity on each shift. You are not allowed to have playing cards or books in your room during this time. At the discretion of the Supervisor II, any time owed for room confinement upon your release will have to be completed if you return to the Youth Detention Center within six months.

Continued failure to meet behavior expectations will result in a Behavior Improvement Contract Hearing. This hearing is designed to review your behavior, staff expectations, and encourage your cooperation. You may be offered the opportunity to perform special tasks, write an essay regarding your behavior, and/or establish an agreement that details consequences if your behavior does not improve.

**Residents who are in confinement during the hours of visitation shall not visit with parents or guardians.**

6. **Behavior Improvement Contract:** A Behavior Improvement Contract is warranted when your behavior is disruptive and other forms of disciplinary action, such as time-out, fines, and confinement have not been successful in controlling your behavior.

The Supervisor I shall determine the necessity for a Behavior Improvement Contract on the basis of frequency and seriousness of your negative behavior. The Social Worker will write the Contract.

A Disciplinary Hearing must be held prior to issuing a Behavior Improvement Contract.

If you owe 200 points in fines or you have 3 unpaid fines, you must be referred to the Disciplinary Committee to be placed on a Behavior Improvement Contract to erase your debts.

Terms of the Contract will be discussed and reviewed by all parties present. You shall sign the Contract and it will be forwarded to the Supervisor II, Assistant Director, and Director for review. The Contract shall stipulate that failure on your part to comply with the Contract will result in 4 to 12 hours of automatic confinement and you will still be required to comply with the contract.

Terms of the Contract may include limited programming with provisions that would allow you to regain full programming opportunities, special work project assignment, special educational assignment, limited movement within the program, limited privileges, limited participation in recreation activities, and limitations on what you can use your points to purchase (except hygiene items). You must pay 1/2 of points owed in fines.

If you are on a Behavior Improvement Contract, you will be given the opportunity to earn all possible points each day. You must complete the Contract before advancing in level status.

The Supervisor II will monitor your progress daily. The Supervisor II will review your program with you every 1 to 3 days and make whatever adjustment needed.

### **MINOR RULE VIOLATIONS**

A minor rule violation will be handled informally.

- When minor rule violations occur, staff will use crisis/verbal intervention in an attempt to resolve the situation.
- If you continue to display this same type of behavior, you will fail to earn a behavior point.
- After failing to earn a behavior point and the same type behavior continues, staff will issue a time-out.

- If you continue to repeat the same type behavior during the shift, staff will issue a fine. You will have to pay a penalty of 50 points for a minor rule violation. If you receive a minor rule violation fine while on Orientation, you must pay the points penalty of that fine when you move to Level One.
- If you earn a second fine by continuing to display the same type of behavior, you will receive one (1) hour of confinement time. Your third minor fine earned during the same shift will result in you being placed on a Behavior Improvement Contract.

### **Behaviors Resulting In A Minor Rule Violation (50 points):**

**Body Contact:** Any touching of another resident or staff.

**Swearing:** Writing and/or using profane words or words having a sexual meaning that are not directed towards any particular person.

**Arguing:** Starting or contributing to an argument.

**Complaining:** Irritating staff or others with persistent verbal complaints about program, food, rules, other staff, points, etc.

**Running:** Running in any area in the Youth Detention Center, except gym/courtyard.

**Loudness:** Yelling, screaming, or disruptive behavior.

**Waste:** Inappropriate use of cleaning supplies.

**Lying:** Saying something that is not true.

**Criticizing:** Picking on others or being harshly judgmental.

**Disrespect:** Ignoring instructions, talking in a sarcastic manner, not meeting expectations as explained in handbook or not following the general rules.

**Talking In The Hallways:** Talking without permission when moving to various places in the building.

**Leaving An Area:** Leaving without permission from staff.

### **MAJOR RULE VIOLATIONS**

Major rule violations will be handled formally through the Disciplinary Committee by use of the "Due Process Procedures". Any major rule violations will result in a fine of 150 points (non-negotiable) plus confinement time ranging from four (4) to twelve (12) hours if the alleged violation is upheld at your Disciplinary Hearing. Depending on the seriousness and/or frequency of your alleged violation the chairperson may request additional time in confinement up to 5 days, per the Assistant Director's approval.

**You may receive additional criminal charges, depending on the seriousness of the violation committed.** Receiving a major fine while on Orientation will result in the loss of all points earned up to this time and room confinement as determined at the Disciplinary Hearing.

**Behaviors resulting in a major fine include (150 points plus confinement time):**

- **Abusive language or behavior** (including unauthorized drawings)
- **Destruction of property**
- **Threatening one's physical safety** (this includes fighting)
- **Contraband** (weapons, drugs, cigarettes, matches, lighters, pencils or pens, etc.), on your person or in your room. This also includes items found in your room not on the list in this handbook or not in the amount allowed.
- **Attempt or a plan to escape**
- **Altering security devices**
- **Throwing objects** with the intent to injure another.
- **Indecent exposure**
- **Inciting**, encouraging others to violate any of the facility rules.
- **Sexual interaction with another person**
- **Stealing**
- **Self Abuse**
- **Refusal to Participate in the Program**
- **Disrupting Medical Procedures**
- **Defacement of property**
- **Spitting and/or throwing bodily fluids on another person** - Non-Negotiable: 1<sup>st</sup> offense 24 hours confinement, 2<sup>nd</sup> offense 72 hours confinement, 3<sup>rd</sup> offense 120 hours - 5 day confinement. Also, legal charges may be taken out.
- **Gang Activity** - Any gang related activity, graffiti, gang signs - non-negotiable: 1st offense 24 hours confinement, 2nd offense 72 hours confinement, 3rd offense 120 hours - 5 day confinement.
- **Unauthorized Use** - Operating and/or using any equipment, supplies, or devices without staff permission; gambling; sharing; purchasing food or other items to pay off debt; receiving or accepting food or other items from other residents for any reason.

### **DISCIPLINARY COMMITTEE**

The amount of confinement time that you will receive for violating major rules of the Youth Detention Center will be determined by the Disciplinary Committee. You will be allowed to participate in the decision whether to have your set confinement time reduced or not.

- The Disciplinary Committee will consist of you, your Social Worker or a Staff of your choice, Staff that issued the fine, and the Senior Youth Worker or Supervisor I.
- This Disciplinary Committee will hold a hearing on all major rule violations, and all Behavior Improvement Contracts.
- The Disciplinary Committee will apply the following "Due Process Procedures" at all hearings.

## **DUE PROCESS PROCEDURES**

Whenever a staff member recommends that you be confined to a room as a form of discipline exceeding one (1) hour, the following shall occur:

1. Staff witnessing the alleged rule violation shall write a Fine Sheet and an Incident Report describing the incident. The Fine Sheet and Incident Report shall be given to the shift Supervisor I in a timely manner during the shift the alleged rule violation occurred.
2. The Senior Youth Worker will advise you that you have been accused of violating a major rule, owe 200 points in fines, or have three unpaid fines, and that he/she needs to conduct a Disciplinary Hearing (Due Process). You will be advised of your rights concerning this hearing. A date and time for the hearing will be scheduled.
3. At the Disciplinary Hearing you will be allowed to bring any witnesses on your behalf. You will have staff representation present, usually a Social Worker; if no Social Worker is present, you may choose another staff person or resident, or have the Disciplinary Committee Chairperson appoint a staff member to represent you. You will also be allowed to bring a reasonable amount of physical evidence to the hearing. Note: You may be excluded from the hearing if your current behavior is hostile, aggressive or abusive.
4. The Senior Youth Worker or Supervisor I will be the Chairperson.
5. The staff member that accused you of the violation will be present and may bring witness(s) and/or evidence. You or your representative will be allowed to question any witness against you.
6. The Chairperson will hear both sides, determine whether you are guilty of the rule violation, and will determine your discipline. You may appeal the Chairperson's decision. You will be required and expected to complete all terms of discipline decided by the Chairperson at this time.
7. The Appeal is similar to the Disciplinary Hearing, except a Supervisor II (Appeal Hearing Officer) will hear your views of the violated rule. This person will make a decision to uphold, modify, or rescind the findings of the Disciplinary Hearing Committee. **The decision is final.** You cannot write a Resident Grievance about the same violation that you appealed.

## **SERVICES AND INFORMATION YOU SHOULD KNOW**

**Religious Services:** Services of a non-denominational nature will be provided weekly. Attendance is strictly voluntary. There is no penalty or reward for either attending or not attending.

If you have a specific request to see your clergy, please inform your Social Worker.



**Leisure Time:** During leisure time you may watch movies or TV, play board games, write, go to the library, make phone calls and, on occasion, you may have a special event.

**Clothing/Personal Belongings:** When you are admitted to the Youth Detention Center, your personal clothing, jewelry, money, etc., will be placed in the Admissions Property Room. During your stay you will wear Youth Detention Center clothing.

As a rule, you should not receive incoming personal property. When possible and with your written permission, parents and/or legal guardians will be given the personal property.

You will be allowed to have the following personal items in the Youth Detention Center:

- Legal documents
- Property receipts

If the Youth Detention Center does not have clothes to fit you at the time of your admittance, you will be allowed to wear your personal clothes until the Youth Detention Center is able to purchase the correct size clothing for you.

You may wear your personal clothing to Circuit Court, if there is a Court Order, or you are going to trial.

When you are released from the Youth Detention Center, you will receive all your personal property and either cash or a check for your money.

Residents will be issued the following clothing in Admissions:

- |  |               |
|--|---------------|
| • Shoes  | • Socks       |
| • Underwear  | • Hygiene Kit |
| • One uniform  | • Sweatshirt  |
| • One complete set of gym clothes - two (2) t-shirts and one (1) pair shorts |               |

If Youth Detention Center clothing does not fit properly, let us know so arrangements can be made for you to receive the correct size.

When you are released from court, you will return to the Youth Detention Center and exchange Youth Detention Center clothing for your personal clothing.

**Individual Rooms:** You are not permitted in another resident's sleeping room. You are not allowed to block the window in your door at any time for any reason. You are expected to keep your room clean, neat, and free of contraband. When you are assigned a room, staff will help you fill out a Room Inspection Sheet. Make sure all existing damage is reported. You will be held responsible for any new damage.

The following list is a guide to what items may be kept in your room. Items found in your room not on this list or not in the amount allowed will be considered contraband and result in a **MAJOR FINE**.

ONE EACH	TWO EACH	ADDITIONAL ITEMS
Blanket (4 in winter)	Sheets	Certificate - 1
Mattress	Books (magazines are counted as books)	Greeting cards - 3
Pillow	Hair ties	Court papers - all
Pillowcase		Letters - 3
Bath towel		Photographs - 3 (no Polaroids)
Washcloth		Puzzles - 1
Gym shirt		1 extra gym shirt
Gym shorts		Award Ribbons - 3
Jumpsuit		Posters - 1 if on Honors; 1 additional if on Super Honors (use tape to hang-by staff only)
Socks (1 pair)		Clean envelope - 3
Bra		Clean paper - 3 Sheets
Underwear		
Sweatshirt		
Lip Balm		
Feminine Hygiene Products		
Toilet paper (roll)		
Misuse will limit the amount		
Facial tissue		
Resident Handbook		
Folder (No additional folder stored on the unit)		
Religious book		
Playing cards		

Clean gym clothes must be worn to bed. All other clothing items must be folded and placed outside your door at bedtime.

You may only carry points, facial tissue, lip balm on your person.

### Medical and Dental Care:

- You will be scheduled for the Medical Clinic within the first seven days of your stay for routine physical and dental exams.
- Any medication that you need will be given to you at the proper times by the nurse on duty. **You are not allowed to keep any type of medication on your person or in your room.**
- You should not crowd around the Nurse's Cart or disrupt medical procedures.
- If you wish to see the doctor or dentist, inform the nurse at daily triage/med pass or your Youth Program Worker. Evening triage is held daily, 6:00 p.m. to 8:00 p.m. Medical Staff will talk with you to determine what medical services are needed.
- If you become ill or injured at any time, it is your responsibility to notify staff immediately.
- The dentist is available for you on Thursdays, 9:00 a.m. to 11:00 a.m.

**If at any time you want to report any physical and/or sexual abuse, you can report it to anyone working in the Youth Detention Center or call the Youth Detention Services Hotline at 0003.**

**Sexual Assault:** If you are sexually assaulted, report the assault to a staff member immediately. Do not shower, brush your teeth, use the restroom, or change your clothes – you may destroy important evidence. The longer you wait to report the assault, the more difficult it is to obtain evidence for investigation.

You will receive immediate medical attention. You may have serious injuries that you are not aware of, or have been exposed to sexually transmitted diseases.

If you sexually assault someone while in the Youth Detention Center, an investigation will be conducted. If you are found guilty, you could face additional criminal charges.

All allegations of assault will be investigated. You can report any type of abuse/assault to anyone working in the Youth Detention Center at any time or by calling the Youth Detention Services Hotline at 0003.

**School Program and Supplies:** You are required to attend school and are urged to participate so you may earn the maximum number of points each day and school credit. If you are presently enrolled in the Jefferson County School System, you will receive credit for the time you attend class at the Youth Detention Center. Once released, it will be your responsibility to inform your home school counselor to contact the Jefferson County High School counselor for grades and attendance.

There will be 6 class periods per day, Monday through Friday. Classes will last approximately 50 minutes. Class schedules are posted on your unit. You must attend all classes each day.

School supplies (i.e., paper) are sold by the teachers. You will be responsible for purchasing school items from them.

**Recreation:** The recreation program is held in the evening and on weekends; activity schedules are posted on your unit.

**Excused Absences:** Residents are sometimes removed from the Token Economy (TE) Program due to medical and/or court related reasons. When these situations occur, residents will receive an excused absence from the TE Program. Resident shall be awarded 100% of the possible points that could have been earned unless the resident displayed negative behavior when in Medical or at Court, and failed to earn points. Medical Staff must certify that you are ill.

**Token Economy Store:** Items for purchase include food, personal hygiene, writing paper, envelopes, playing cards, and puzzles. The procedures for the store are:

- Complete a Token Economy Store sheet to purchase items. The sheet and points for the ordered items are to be turned in to your Youth Program Worker nightly for the next day.
- Do not share or switch store items.
- Food items shall be consumed on the night they are purchased, at an area designated by staff (not to be consumed in resident's room).
- A list of items you may purchase from the Token Economy Store is posted on the unit bulletin board.
- Residents that place a Token Economy Store order, then later receive a fine, will still receive items purchased that day.

**Searches:** Searches of Youth Detention Center facilities, visitors, and you, shall only occur for the security and safety of those individuals. Contraband or other illegal materials found, will be processed and documented according to current legal guidelines.

**Frisk Searches:**

- Prior to returning to common areas (unit, etc.) from parental visitation, the Medical Unit, and attorney or worker visitation, you will be frisk searched and may be scanned with the metal detector.
- Upon return to the Youth Detention Center, from an outside medical appointment, you will be frisk searched and scanned with the metal detector provided staff has maintained continuous observation. Otherwise, a strip search may be warranted depending upon the seriousness of your charges as defined under Strip Searches.
- Prior to departing the Youth Detention Center for court, you will be frisk searched to prevent such items as combs, pencils, and personal items from becoming safety/security concerns in the court holdover.
- Upon return to the Youth Detention Center from court, you will be frisk searched and may be scanned with the metal detector prior to placement in the Youth Detention Center.
- Your refusal to submit to a search will result in you being isolated in Maximum Security until you are searched.

**Strip Searches:**

- Residents with the charges of Murder, Rape, Robbery I or II, Assault I or II, Kidnapping, Wanton Endangerment I, Sexual Offenses, Possession, or Trafficking in a Controlled Substance will be strip searched anytime they leave the Youth Detention Center and return, and after all contact visits unsupervised by Youth Detention Center Staff or other law enforcement agencies.
- When reasonable grounds exist that you may have in your possession contraband or items not allowed, the Supervisor I may authorize a strip search where a frisk search would not be sufficient to ensure overall safety/security.
- A trained staff member of the same sex as you will conduct strip searches in private. A member of the opposite sex, acting as a witness and/or back-up may stand outside (out of view) the door of the search room within hearing distance, until the search is completed. You are to be informed of the strip process and as much as possible put at ease.

**Visitor Searches:**

- Any individual entering or exiting the Louisville Metro Youth Detention Center is subject to search. Refusal to allow the search will be grounds for denying entry. Contraband found in the possession of a visitor will be confiscated.

**Room/Property Searches - Youth Detention Center:**

- Personal property and individual sleeping rooms are subject to search when reasonable grounds exist that contraband or other items not allowed are in your possession. Occasionally, there will be a complete shakedown and search of all residents' property, and areas of the facility.

**Hair Care:** You may determine the length and style of your hair, including facial hair, except in individual cases where such restrictions are necessary for reasons of health and safety. The personal preferences of the Youth Detention Center Staff will not be allowed to interfere with the free choice of appearance.

Hair care services are provided on a weekly basis by a professional hair stylist.

**Communication:**

**Visitation:** Your parents and/or legal guardian are allowed to visit. If you are married, your spouse may visit once a marriage certificate is presented. You are only allowed to have two (2) visitors per visit. You may not accept anything from or give anything to your visitors.

Informal communication and physical contact is allowed providing security and safety are not threatened. Visitors may embrace their child at the beginning and end of visitation. However, there will be no physical contact during visitation (no touching, holding hands, etc.).

**Residents who are in confinement during the hours of visitation shall not be permitted to visit with parents or guardians.**

Residents injured prior to being placed in confinement or while in confinement may be allowed to visit with parent or guardian at the discretion of the on duty Supervisor.

**All residents will be allowed to visit with Attorney or Social Worker while in confinement.**

If a resident is in court during his visitation time, he is not allowed to visit during another visitation.

**MONDAY/THURSDAY AFTERNOON VISITATION**  
**Visitation will take place by section.**

**Section Two North (Units 2A, 2B, 2C, 2D) visitation will be from 3:30 p.m. - 3:50 p.m.**

- After 3:20 p.m. no one will be allowed to enter for visitation.

**Section Three North (Units 3A, 3B, 3C, 3D) visitation will be from 4:05 p.m.- 4:25 p.m.**

- After 3:55 p.m. no one will be allowed to enter for visitation.

**Section Two South (Units 2E, 2F, 2G, 2H) visitation will be from 4:40 p.m. - 5:00 p.m.**

- After 4:30 p.m. no one will be allowed to enter for visitation.

**WEDNESDAY/SUNDAY NIGHT VISITATION**  
**Visitation will take place by section.**

**Section Two North (Units 2A, 2B, 2C, 2D)** visitation will be from 5:30 p.m. - 6:00 p.m.

- After 5:25 p.m. no one will be allowed to enter for visitation.

**Section Three North (Units 3A, 3B, 3C, 3D)** visitation will be from 6:30 p.m. - 7:00 p.m.

- After 6:25 p.m. no one will be allowed to enter for visitation.

**Section Two South (Units 2E, 2F, 2G, 2H)** visitation will be from 7:30 p.m. - 8:00 p.m.

- After 7:25 p.m. no one will be allowed to enter for visitation.

- If you are cited for fighting, going to or coming from visitation, you will lose your visitation privileges for thirty (30) days.
- If you are found to possess contraband within 24 hours after having a visit, or if staff have a reasonable suspicion that you are getting items in visitation, you will lose visitation privileges for thirty (30) days. The second time you are found to possess contraband within 24 hours after having a visit or if you are suspected of receiving items in visitation, you will lose visitation privileges for the remainder of your stay.

**Special Visits:**

Residents who are sentenced to another facility may have a one time special visitation session before they leave the Youth Detention Center. Your assigned Youth Detention Center Social Worker will coordinate the visit.

- Your visit will last **30 minutes**.
- You can invite a total of **10 guests**.
- **Your** parents, legal guardians, spouse (must present a marriage certificate), children (must be over 6 months old and must present a birth certificate naming you as the parent), brothers, sisters, grandparents, aunts, and uncles may attend.
- **NO** cousins, nieces, nephews, or friends are permitted to visit.

**Telephone Calls:**

Regular phone calls (10 minutes) to parents/guardians are scheduled on Tuesday and Saturday (day/night).

If you are on Honors or Super Honors, you may make a phone call to the person of your choice on Thursday, for 15 points for 10 minutes. If you are on Super Honors, you may make a phone call to the person of your choice on Sunday, Monday, Wednesday, and Friday for 15 points for 10 minutes.

Calls to your attorney or court worker and emergency phone calls should be directed to the Social Worker.

**Letters:**

There is no limit on the amount of mail you may send or receive. All outgoing mail will be collected daily between 8:30 p.m. and 9:00 p.m. You may send all legal documents and two letters per week at no cost of points from you. All other outgoing mail will cost you five (5) points per letter. Letters shall have only an addressee address and a return address. If there is any other writing/drawing on a letter it will be returned to you and you will be allowed to put it in another envelope and properly address it to the recipient. Your incoming and outgoing mail will not be read, except where there is clear and convincing evidence to justify such action. If your mail is to be read, you will be present when the letter is opened and the action is documented. No mail can be sent to or received from another correctional facility (this includes all Louisville Metro Youth Detention Services facilities) except to or from your parent/legal guardian without permission.

**Resident Bathrooms:**

- Only one resident in the bathroom at a time.
- To ensure privacy, bathroom doors shall be closed and locked.
- Towels and dirty clothes shall be put in a laundry bag.
- Toilet paper, paper towels, etc., shall be disposed of in appropriate areas.
- You shall have up to ten minutes to shower.
- Please leave the shower room fully dressed.
- Please leave the SHOWER CLEAN after use.
- Each day someone shall be assigned to clean the bathroom.

**Dayrooms:**

For the comfort of everyone, you are expected to follow these guidelines while in the dayroom:

- Keep feet off the furniture.
- Do not sit or lean on the tables.
- You may sit or lie on the floor as long as it doesn't inconvenience other residents.
- Excessive noise, running, jumping, or gymnastic activity should be saved for the gym.
- Remain fully dressed.

**Dining Room Procedures:**

You are expected to follow these general rules at all times:

- No talking in line without staff permission.
- Food items will be served by the Food Services staff.
- After you have been served, go to your table, take a seat, and remain seated unless you have permission to get up.
- Begin eating when your entire unit is seated.
- Talk quietly with the residents at your table, but not to people at other tables.
- The Youth Program Worker will give you permission to dispose of your garbage and utensils and return your tray to the service window.

- A resident from each unit will be requested to wipe the table after each meal.

If you request a special diet due to religious reasons, you will be provided a diet in compliance with your request. Approval of your special diet must be granted by your religious authority (Minister, Elder, Bishop) in writing and rewritten monthly.

**Complaint Procedure:** If you feel that you have not been treated fairly, you have the right to complete a Resident Grievance Form. Forms should be available on your unit in the dayroom. If not, you can obtain a Resident Grievance Form from the Youth Program Worker on your unit. Before you request a Resident Grievance Form:

- Calm down.
- Maturely explain your side of the conflict to the worker to see if the issue can be resolved without using a Resident Grievance Form.
- Check this handbook to make sure you are clear on the rules.

If you need assistance in completing the Form, please ask. If you cannot write and do not want assistance from another resident or staff member, advise the Social Worker who will review/complete the complaint with you. **Give your Resident Grievance Form to the Social Worker.**

- **Step I Response:** The Supervisor II will discuss your concerns and review any related fines, etc. The Supervisor II will respond to your complaint within five (5) working days. If you do not agree with this decision, you may appeal to **Step II.**
- **Step II Response:** The Quality Assurance Coordinator will discuss your complaint with you and interview any witnesses. You will receive a response within five (5) working days.

Any complaint, grievance, etc., that is still undecided or not resolved when you are being released from the facility will be documented on a form in the Admissions Office, and if you want an answer, you should indicate this on the form. Within one week of your release, you will receive a reply from Youth Detention Center Staff.

Restitution will be awarded to any resident who wins a complaint or appeal. Restitution may consist of payment of points paid on a fine, points that could have been earned during your stay in confinement, and removal of the disciplinary document from your file.

**If you appeal your Disciplinary Hearing, that decision is final. You cannot write a Resident Grievance about the same violation that you appealed.**

**Temporary Absence:** If you leave the facility for court approved activities (doctor, hospital etc.), for less than 24 hours you will return at the same status (Level) as when you left. If your leave exceeds 24 hours the Supervisor II will determine your status level.



**Release Procedure:** Per your release from the Youth Detention Center you will be expected to:

- Clear out your room, placing all bedding in the pillowcase to be washed.
- Take ALL your personal belongings with you, personal hygiene supplies, school supplies, and anything you have purchased from the store.
- Return facility clothing (including gym sets, socks, and combs).

**REMEMBER--YOU ARE RESPONSIBLE FOR WHAT YOU DO!**